

APPLICATION FOR RENEWAL OF PROFESSIONAL OCCUPATIONAL EDUCATION LICENSE

PART 1 PERSONAL DATA

Last Name		First Name		Middle/Maiden		Teacher Number		
Social Security Number	Email Address		Telephone Number		Date of Birth		* Race	* Sex
Street/P.O. Box			City			State	Zip Code	

NAME/ADDRESS CHANGE

**OPTIONAL-Statistical Information Only*

(provide a notarized copy of the marriage license, divorce decree, or court order that has generated the legal change of name.)

PLEASE READ CAREFULLY BEFORE SIGNING

Answer the following questions if you have **EVER** held a Tennessee Teacher License or Permit (since the Tennessee License or Permit was last issued or renewed):

1. Have you been convicted of a felony(including a conviction or plea of nolo contendere)? ____ YES ____ NO
2. Have you been convicted of the illegal possession of drugs and/or narcotics? ____ YES ____ NO
3. Have you falsified or altered documentation required for licensure ____ YES ____ NO

Signature _____ Date _____

ARE YOU A VETERAN?

____ YES (See important information regarding Troops to Teachers program available @ www.proudtoserveagain.com) ____ NO

MARK ONLY ONE: (Verification of current industry certification required for all renewals)

- ____ **A.** I have a Masters degree or above and I have taught five (5) years within the ten-year validity period of my license. I am attaching the form signed by superintendent/director of schools to verify at least five (5) years of teaching experience in an approved school
(If all your experience is in Tennessee public schools you may omit this step and mail only this for
- ____ **B.** I have a Masters degree or above and I have NOT taught five (5) years within the ten-year validity period of my Professional Occupational Education License.
- ____ **C.** I have less than a Masters degree.

If you have marked B or C, you must earn 90 renewal points and enclose the items below:

To Earn 90 Renewal Points and satisfy Occupational Education Renewal Requirements provide the following documentation:

____ Verification of 480 hours of non-teaching experience in the occupational area **and** 90 clock hours of participation in professional/technical workshops (6 semester hours of appropriate coursework may be substituted for the 90 clock hours or professional/technical workshops).

OR

____ Computation sheet reflecting 210 hours of professional/technical workshops (a maximum of 6 semester hours of appropriate coursework may be substituted for 90 clock hours of professional/technical workshops)

AND

____ A notarized copy of current state Cosmetology or Health Occupations license is attached.

(NOTE: ALL DOCUMENTATION MUST BE SUBMITTED IN ONE PACKET WITH APPLICATION)

TENNESSEE DEPARTMENT OF EDUCATION

Office of Teacher Licensing
4th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0377
Telephone (615) 532-4885

PROFESSIONAL OCCUPATIONAL EDUCATION LICENSE RENEWAL COMPUTATION SHEET

Last Name	First Name	Middle/Maiden
Social Security Number	Reference Number	Date of Birth

* Point Scale

Activities (except for coursework) Participant - 1 hour = 1 point Leader/Presenter - 1 hour = 3 points	* Coursework Participant - 1 semester hour = 15 points 1 CEU = 10 points **Leader/Presenter - 1 semester hour = 45 points per hr students received for attending 1CEU = 30 points * If you completed coursework, an official transcript from a regionally accredited college or university must be attached to this form. If you TAUGHT the coursework, verification of courses taught from the institution is required.
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All activities must be placed on computation sheet.(More than one sheet may be needed)

(No attached lists will be accepted in lieu of computation sheet(s))

Option #	Name of Activity <small>(note whether you were a participant or presenter)</small>	Date(s) Conducted/Attended	Points Earned
1.		_____ to _____	_____
2.		_____ to _____	_____
3.		_____ to _____	_____
4.		_____ to _____	_____
5.		_____ to _____	_____
6.		_____ to _____	_____
7.		_____ to _____	_____
8.		_____ to _____	_____
9.		_____ to _____	_____
10.		_____ to _____	_____
11.		_____ to _____	_____
12.		_____ to _____	_____
13.		_____ to _____	_____
14.		_____ to _____	_____
15.		_____ to _____	_____
Grand Total			_____

Part I TO BE COMPLETED BY APPLICANT AND PERSON RESPONSIBLE FOR LOCAL EVALUATION (If employed in TN public school)

Applicant and Evaluator must initial appropriate lines Application will not be processed without the evaluator initials

Applicant 	Evaluator 	_____ The above activities were completed during the period I supervised the applicant, _____ The activities were not part of the state funded inservice days and were not conducted during days and/or hours for which the educator was already being paid by the local education agency. (Exception: activities completed on personal/professional days for TN public school educators) _____ I attest that none of the above activities were submitted as part of last renewal requirements _____ I maintain a file which contains supporting documentation of the above activities.
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(Documentation is not to be sent to State Department of Education)

Signature of Applicant	School and School System	Date
Signature of Principal/Person responsible for local evaluation	School and School System	Telephone Number
		Date

Part II TO BE COMPLETED BY APPLICANT

I was not employed in a Tennessee public school during the period in which the above renewal activity was conducted. I have attached supporting documentation. (No more than two pages per activity will be accepted.)

Signature of Applicant	Date
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* Refer to Coursework number 2 on Page 2 under Guidelines for Obtaining Professional Renewal Points.

**TENNESSEE DEPARTMENT OF EDUCATION
OFFICE OF TEACHER LICENSING
EXPERIENCE VERIFICATION FORM**

This form does not need to be completed for experience which has been accrued at a Tennessee Public School, unless experience is for the current school year. Use this form in reporting non-public school teaching experience accrued in Tennessee, public and non-public school teaching experience accrued outside of Tennessee, and administrative or teaching experience in approved colleges and universities.

IMPORTANT: Please keep a copy of this form. You will need to give a copy to your superintendent when you are employed.

Name	Social Security Number	Teacher Reference Number
School System	State	School System's Telephone Number

EXPERIENCE RECORD (Please list experience yearly beginning with July 1 and ending June 30.)

Name of School	Position and Grade Level	School Year		Time Served		Full Time or Indicate % Part Time
		Start Date Mo/Day/Yr	End Date Mo/Day/Yr	Month(s)	Day(s)	

The above school system or college was fully approved or accredited by the _____ at the time service was performed.
(State Department of Education or Assoc. of Colleges & Schools)

_____ Public School _____ U.S. Govt. School _____ Private School
 _____ Full Time Member of College or University Faculty

I hereby certify that the above listed experience is a true and correct copy of the records on file for the teacher named above. ***(This form must be signed by an official from the school system central office.)***


Signature _____ **Title** _____ **Date** _____

Address _____

Street/P.O. Box **City** **State** **Zip Code**

Email Address _____ **Telephone Number** _____

**PROFESSIONAL OCCUPATIONAL EDUCATION LICENSE RENEWAL OPTIONS:
A MINIMUM OF 90 POINTS REQUIRED**

Options	** Point Values	Suggested Types of Documentation
I. National/State/District/Local/ Building Level Activities Academy/Conference Institute/Seminar Program Approval Team Study Group Visiting Team Mentoring/Peer Coaching Classroom/School Improvement Activity Research Projects with Higher Education Faculty Associate	Participant: 1 hour = 1 point Leader/Presenter: 1 hour = 3 points (if new presentation)	Certificate of completion Report, plan, curriculum, reflection journal of observations, portfolios, videotapes, official transcripts from a regionally accredited college or university, action plan Record of participation 
II. College/University Coursework Course for credit Seminar for credit	Participant: 1 sem. hr = 15 pts 1 CEU = 10 pts Leader/Presenter: 1 sem. hr = 45 pts 1 CEU = 30 pts (if new presentation)	
III. Evaluation Programs Completed National Board for Professional Teaching Standards (NBPTS)	Participant: 1 hour = 1 point Leader/Presenter: 1 hour = 3 points (if new presentation)	
IV. Self-Directed Education/Professional Products/Projects Publications: Book Journal Article Action Research	Participant: 1 hour = 1 point Leader/Presenter: 1 hour = 3 points (if new presentation)	
V. Community/Business Products/Projects Educational Improvement Activity	Participant: 1 hour = 1 point Leader/Presenter: 1 hour = 3 points (if new presentation)	Book or article, software package, report, curriculum, unit software Innovative Curriculum Unit Letter of Verification Plan, materials, curriculum

* Activities can not be part of the state funded inservice days and can not be conducted during days and/or hours for which which educators are already being paid by local education agencies. (exception: activities completed on personal/professional days may usable to Tennessee public school educators)

** The same activity conducted more than one time can be counted only one time; however, one activity might be used to develop a new activity. Each new activity developed can only be counted one time. For example, information obtained from attending a workshop could be used in planning for the implementation of new classroom teaching strategies and/or a workshop/presentation for other teachers. Attendance at the workshop time spent in planning for and assessment of the new teaching strategies and the presentation could be counted as three separate activities.
****NOTE** No activities completed prior to 10 years from application can be used to meet current renewal requirements.** New activities must be completed for each renewal cycle.

TENNESSEE DEPARTMENT OF EDUCATION
GUIDELINES FOR OBTAINING LICENSE RENEWAL POINTS:
A MINIMUM OF 90 POINTS REQUIRED
Renewal of Professional Occupational Education License

POINTS

1. Points are required to renew the license if the license is based on a Bachelor's degree.
2. Points are required to renew the license if the license is based on a Master's degree or above if the educator has taught less than five (5) years within the validity period of the license in a school approved by a state or accredited by an acceptable regional accrediting agency.
3. Applicable renewal points must have been earned after the last issue (or renewal) date of the license and not earlier than ten (10) years prior to the date the application is received in the licensing office. For example, a renewal application received in the licensing office during 2004 could include activities that were completed as early as 1994. A license cannot be renewed earlier than five (5) years prior to its expiration date. For example, a license that expires in 2010 can not be renewed before 3-01-05.

ACTIVITIES

1. Activities can not be part of the state funded in-service days and cannot be conducted during days and/or hours for which educators are already being paid by local education agencies. (exception: activities completed on personal/professional days may be usable for Tennessee public school educators)
2. The same activity conducted more than one time can be counted only one time; however one activity might be used to develop a new activity. Each new activity developed can only be counted one time. For example, information obtained from attending a workshop could be used for planning for the implementation of new classroom strategies and/or a workshop or presentation for other teachers. (Refer to the Point Scale on the LICENSE RENEWAL COMPUTATION SHEET to determine number of points earned.) ****NOTE: No activities completed prior to 10 years from application can be used to meet current renewal requirements.**** New activities must be completed each renewal cycle.
3. A total of 90 points must be earned. Activities must clearly relate to K-12 education or activities may be conducted by the educator in the capacity of leader/presenter or participant at the national, state, district, local or building level.
4. License Renewal Computation Sheets must be completed and signed by the applicant and the person responsible for conducting the local evaluation of submitted points. Each activity must be listed on the computation sheet including name of activity, dates attended and points earned. (No attached lists will be accepted in lieu of the computation sheet) If more than one computation sheet is required, Part I must be completed on all pages submitted. **Do not submit supporting documents to SDE if employed in a Tennessee public school system. Files with documentation must be kept by the educator and the person responsible for the local evaluation.** Note-The documents may be audited by the Department of Education at any time during the ten-year validity period of the license.
5. If you have earned points during a period in which you were **not employed** in a Tennessee public school or **are employed** in a state approved private school, supporting documentation for each activity must be submitted with the renewal application and completed computation sheet.

(No more than 2 pages of supporting documentation per activity should be submitted)

COURSEWORK

1. Course work must be earned in an acceptable regionally accredited institution. No more than four (4) semester hours in professional education (education or psychology) may be earned at a two (2) year college and/or at a four (4) college/university holding only regional accreditation. THIS IS A LIFETIME LIMIT, NOT A LIMIT FOR EACH RENEWAL.
2. Course work must be reflected on a official transcript and accompany the License Renewal Application. If course work and activities are completed, an official transcript must accompany the computation sheet listing all activities submitted. (If only course work is submitted no computation sheet is required)
3. Credit earned at the undergraduate level must be in either professional education (education or psychology) or in an area of endorsement on the license, or in computer science/computer technology or any foreign language. If the courses are not in a current area of endorsement on the existing license, the educator must complete all course requirements for adding the additional endorsement at the time application is submitted for renewal. Graduate courses may be in any area that is clearly related to public education. If the courses are taken at an out of state institution, educator will need to obtain prior approval of course work.

**TENNESSEE DEPARTMENT OF EDUCATION
ACCEPTABLE TEACHING EXPERIENCE**

1. Verified administrative, supervisory and teaching experience in a public school operated by a local education agency in the United States and its possessions.
2. Verified administrative, supervisory and teaching experience in public schools or non-public schools approved by recognized accrediting agencies. (Accrediting or approval agencies are the State Departments of Education and/or Southern, Middle States, North Central, New England, Northwest, and Western Associations of Schools and Colleges.) The burden of proof rests with the individual.
3. Employees of the Tennessee Department of Education who held a valid Tennessee license during the period of employment for which experience is requested.
4. Verified administrative, supervisory and teaching experience in a college and/or university as a full-time employee (paid full salary) and as a voting member of the faculty. The institutions must be accredited by recognized accrediting agencies. (Accrediting agencies are the State Departments of Education and/or Southern, Middle States, North Central, New England, Northwest, and Western Associations of Schools and Colleges.) Graduate assistants are excluded. The burden of proof rests with the individual.
5. Educators who enter active military service (not reserves or guard) while possessing a valid Tennessee teacher's license may have years of service added to the period of validity of the license. Experience is earned on a year for year basis to a maximum of four (4) years. The educator must be discharged from military service before such experience may be applied toward the extension.
6. Verified administrative, supervisory and teaching experience in Kindergarten through twelve grade schools or any combination thereof operated by the United States Government either within or outside of the United States.
7. Verified teaching experience of teacher in public schools (K-12) on a foreign exchange basis.